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**UNITED STATES
DEPARTMENT OF AGRICULTURE**

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For Administrative Use Only

Missouri RD AN No. 1410 (Preceding Performance
Management Policy/Handbook)

April 16, 2003

SUBJECT: 2003 Performance Management and Progress Reviews

TO: All Staff

FROM: Gregory C. Branum
State Director

PURPOSE/INTENDED OUTCOME: This AN is issued to provide instructions on completing the progress review portion of SCA Form 4140, Performance Work Plan.

COMPARISON WITH PREVIOUS AN: This AN supplements MO AN No. 1398 dated October 1, 2002.

IMPLEMENTATION RESPONSIBILITIES:

The Performance Management Policy and Handbook require that at least one progress review be conducted with all employees during the appraisal period. Since we are at the midpoint of the appraisal cycle, supervisors should plan to conduct at least one progress review no later than May 19, 2003, unless one has already been completed.

The progress review should be a joint discussion between the rating official and the employee regarding specific strengths and weaknesses in relation to the employee's performance work plan and any areas of performance which are central to the employee's position. During the progress review, you should also discuss your expectations in the area of civil rights. Supervisors are also reminded of their accountability for civil rights and equal employment opportunity. The rating official is **strongly encouraged** to make written comments on SCA Form 4140. Employees may also provide written comments on the form during the review. Both the employee and rating official must initial and date the appropriate block in Part II of SCA Form 4140 to indicate the discussion was held. The employee should be provided with a copy of any written comments. The progress review information must also be entered in i*CAMS.

If an employee is not performing at the Results Achieved level in any element, the supervisor should consult with the second line supervisor (RDM or State Director) and contact Martha Newsom for specific guidance.

If you have questions concerning this AN, please contact Martha.

EXPIRATION DATE: 10/31/2003

FILING INSTRUCTIONS: Preceding
Performance Management Policy/Handbook